

Retention and Classification Report

Agency: Washington County (Utah). County Auditor (1437)

Washington County Courthouse
18 South Main, P.O. Box 189
St. George, UT 84770

Records Officer

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AGENCY: Washington County (Utah). County Auditor

SERIES: 26673

3

TITLE: Accounts payable

DATES: 1990-

ARRANGEMENT: Chronological by year,thereunder alphabetically by vendor

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records are used to pay county bills. They include copies of checks, invoices, purchase orders, and receiving reports. They may also include correspondence with vendors and computer printouts.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 1.

AUTHORIZED: 12/24/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Washington County (Utah). County Auditor

SERIES: 26673

TITLE: Accounts payable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 26658

3

TITLE: Audit reports

DATES: 1925-

ARRANGEMENT: Chronological by year.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the county's financial activities for the year. They include financial statements and balance sheets for county funds.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 13, Item 6.

AUTHORIZED: 12/21/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Agency Record Center permanently.

AGENCY: Washington County (Utah). County Auditor

SERIES: 26658

TITLE: Audit reports

(continued)

APPRAISAL:

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 28122

3

TITLE: Bank statements

DATES: 2007-

ARRANGEMENT: Alphabetical by bank name thereunder chronological by date

ANNUAL ACCUMULATION:

DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the entity showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 6.

AUTHORIZED: 09/27/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Washington County (Utah). County Auditor

SERIES: 28122

TITLE: Bank statements

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 26676

3

TITLE: Budget working files

DATES: 1999-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files contain working papers used in preparation of the final county budget. They justify budget requests presented to the county commission and include departmental requests, work-up sheets, cost estimates, rough data accumulated in preparation of annual budget estimates, correspondence, and documentation for approval of the final budget.

RETENTION:

Retain 1 year after close of calendar year covered by the budget.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 3, Item 6.

AUTHORIZED: 12/26/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after close of calendar year covered by budget and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Washington County (Utah). County Auditor

SERIES: 26676

TITLE: Budget working files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 26657

3

TITLE: Check registers

DATES: 1990-

ARRANGEMENT: Numerical by check number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are multi-columnar records with chronologically arranged entries of checks. They usually include check numbers and amounts of debits or deposits per account.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 8.

AUTHORIZED: 12/21/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

Administrative Fiscal

AGENCY: Washington County (Utah). County Auditor

SERIES: 26657

TITLE: Check registers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 26672

3

TITLE: Equalization files

DATES: 1990-

ARRANGEMENT: Chronological by year, thereunder numerical by file number

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the activities of the Board of Equalization. They contain appeal applications, related documentation, and results regarding assessment of real property values. The files include copies of agenda, valuation notices, appraisal reports, notices of adjustment, lists of appeals, and may include decisions.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 13, Item 10.

AUTHORIZED: 12/26/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Washington County (Utah). County Auditor

SERIES: 26672

TITLE: Equalization files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 26674

3

TITLE: Fixed asset lists

DATES: 2002-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These worksheets are used to create annual reports and include a list of all county owned property (real estate), vehicles, equipment, and furniture. They include invoices and other information about the acquisition, depreciation, and disposition of county property.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 4, Item 4.

AUTHORIZED: 12/26/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 9 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Washington County (Utah). County Auditor

SERIES: 26674

TITLE: Fixed asset lists

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 26656

3

TITLE: Journal entries

DATES: 1990-

ARRANGEMENT: Chronological by date and thereunder numerical by journal entry number.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records are a listing of accounting adjustments made to the general ledger. They list the general ledger accounts adjusted and provide an explanation of the adjustment. Backup is included in the form of an explanation of the entry, description, or documentation.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 12.

AUTHORIZED: 12/21/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Washington County (Utah). County Auditor

SERIES: 26656

TITLE: Journal entries

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 26700

3

TITLE: Payroll register

DATES: 1943-

ARRANGEMENT: Chronological by year and thereunder alphabetical by employee surname

ANNUAL ACCUMULATION:

DESCRIPTION:

This register is an alphabetical listing by employee name of all payroll checks issued by the county. This register is used to reference specific payroll checks and is the only record of employee salaries and, therefore, serves as the employee earnings history file. It includes employee name, employee number, date, check number, types and amounts of individual deductions, number of hours worked, and amount of check.

RETENTION:

Retain 65 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until administrative need ends and then delete.

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 65 years and then destroy.

AGENCY: Washington County (Utah). County Auditor

SERIES: 26700

TITLE: Payroll register

(continued)

Microfilm duplicate: Retain in Office for 65 years and then destroy.

APPRAISAL:

Fiscal Legal

AGENCY: Washington County (Utah). County Auditor

SERIES: 26701

3

TITLE: Retirement reports

DATES: 1973-

ARRANGEMENT: Chronological by pay period thereunder alphabetical by employee surname.

ANNUAL ACCUMULATION:

DESCRIPTION:

These reports are generated each pay period by the county and by Utah Retirement Systems. They list all employer and employee contributions for covered employee. Information includes social security number, member/employee name, earnings, and total contributions made to retirement, 401K, 457, and Roth IRA accounts.

RETENTION:

Retain 65 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 8, Item 20.

AUTHORIZED: 02/13/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then transfer to Agency Record Center. Retain in Agency Record Center for 61 years or until three years after death or retirement of employee and then destroy.

AGENCY: Washington County (Utah). County Auditor

SERIES: 26701

TITLE: Retirement reports

(continued)

APPRAISAL:

Administrative Fiscal

AGENCY: Washington County (Utah). County Auditor

SERIES: 26675

3

TITLE: Tax levy worksheets

DATES: 1967-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files contain various forms which report to the county auditor the official levies set by the county commission, city councils, school boards, and special district directors. They are used to calculate the official tax levy for each district within the county and include the names of government entities, year, purpose of the levy, legal authorization, mills levied, total levy, certification by taxing unit (date & authorized signature), and certification by county auditor. All necessary backup information is attached to the forms.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 13, Item 4.

AUTHORIZED: 01/02/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then destroy.

AGENCY: Washington County (Utah). County Auditor

SERIES: 26675

TITLE: Tax levy worksheets

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 26699

3

TITLE: Time sheets

DATES: 1980-

ARRANGEMENT: Chronological by pay period thereunder alphabetical by department.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by county employees.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal